



Illinois Department of Transportation

Memorandum

To: DIRECTORS, DEPUTY DIRECTORS, AND BUREAU CHIEFS
From: Dianna L. Taylor
Bureau Chief of Personnel Management
Subject: Technical Vacancy
Date: November 4, 2016

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement November 9, 2016 in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m.** on **Wednesday, November 23, 2016**. Applicants will not be accepted after that time and date.

NOTE: Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.

All applicants will receive a position description for the position they are applying for. If you have any questions, please contact Jennifer Sunderland or Denise Hamilton at 217/782-5594.

TM IV

Interstate & Special Programs Specialist
Bureau of Programming
Office of Planning & Programming
Springfield

Attachments
41090

Technical Applications (PM 1080 rev 9/19/16) **must be received** by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) or emailed to DOT.CO.BPM.EmploymentApplications@Illinois.gov by **Wednesday, November 23, 2016, 4:30 p.m.** Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews.

NOTE: Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.



Illinois Department of Transportation

An Equal Opportunity Employer

Position Summary Sheet

Classification: Technical Manager IV

Salary Range: \$5,015 - \$9,155

Position Title: Interstate & Special Programs Specialist

Union Position: ☒ Yes ☐ No

Position Number: PW414-23-10-401-40-02

IPR#: 41090

Office/Central Bureau/District/Work Address:

Office of Planning and Programming/Bureau of Programming/2300 South Dirksen Parkway, Springfield, IL

Description Of Duties:

This position is accountable for assisting in preparing the Interstate and Special Programs element of the department's Multi-Year Multi-Modal Transportation Improvement Program (MYP). The Interstate and Special Programs Specialist is responsible for regularly revising the program development spreadsheets used in developing the highway program portion of the MYP; monitoring special federal funds in concert with others in the bureau and department; developing the federally-required State Transportation Improvement Program (STIP) and related program planning studies; and for reviewing the Local Roads program as submitted for inclusion into the MYP.

Special Qualifications:

Required:

- Valid driver's license
- Limited statewide travel which may require overnight stays

Desired:

- Knowledge, skill and mental development equivalent to completion of four years of college preferably with major courses in mathematics, business, accounting or computer science
- Five years of experience in highway program development, accounting or financing
- Excellent oral and written communication skills
- Strong computer skills with an emphasis in Excel and Word

Shift/Remarks:

8:00 am – 4:30 pm / Monday – Friday

**ILLINOIS DEPARTMENT OF TRANSPORTATION
POSITION DESCRIPTION**

DATE:	April 29, 2016	POSITION:	Interstate & Special Programs Specialist
APPROVED BY:	<i>Roger Driskell</i>	OFFICE/DIVISION:	Office of Planning and Programming/Bureau of Programming
CODE:	PW414-23-10-401-40-02	REPORTS TO:	Interstate & Special Programs Manager

Position Purpose

This position is accountable for assisting in preparing the Interstate and Special Programs element of the department's Multi-Year Multi-Modal Transportation Improvement Program (MYP). The Interstate and Special Programs Specialist is responsible for regularly revising the program development spreadsheets used in developing the highway program portion of the MYP, for monitoring special federal funds in concert with others in the bureau and department, for development of the federally-required State Transportation Improvement Program (STIP) and related program planning studies. The position is also responsible for reviewing the Local Roads program as submitted for inclusion into the MYP.

Dimensions

Staff:	1-2 professional/technical on an as-needed basis
Program size:	\$8-12 billion multi-year highway improvement program

Nature and Scope

This position reports to the Interstate & Special Programs Manager as do two Special Programs Managers, a Special Programs Analyst and an Interstate & Special Program Analyst.

Under supervision of the Interstate & Special Programs Manager, this position is part of a professional and technical staff charged with development, preparation, publication, and monitoring of the Department's multi-year transportation improvement program. This position will provide technical assistance to the Interstate & Special Programs Manager in defining interstate and special programs deficiencies for the MYP and will revise as necessary, the Program Development Section spreadsheets used during development of the MYP. This position works closely with special federal earmarks to ensure proper program scheduling and accomplishment. This position reviews the Local Roads portion of the proposed MYP.

The greatest challenge to the person in this position is to develop the expertise needed for analysis of special programs needs and priorities for developing the MYP and to prepare accurate and complete project status reports. Typical problems of the position are evaluation of candidate project submittals by the district to determine if project criteria, as outlined in Program Development Guidelines are met, and responding to inquiries as to status management systems; the Web Program Planning System (WPPS); traffic, capacity, and location studies as related to project status inquiries; and the importance of specific projects and special programs to legislative and special interest groups.

The incumbent will identify and analyze deficiencies associated with special programs and prepare oral or written technical presentations for the findings and how the department is responding to these deficiencies/issues. He/she performs the technical analysis in the selection and scheduling of specific highway projects by reviewing various district projects submittals using programming guidelines and engineering criteria. In concert with others in the department, he/she will also be responsible for monitoring and updating High Priority Projects and other special federal earmarks. The incumbent will be the lead person for the development of the Statewide Transportation Improvement Program; a summary document based on the MYP that is required by federal regulations. This position will also assist in the preparation of funding tables in the formulation of the MYP. The incumbent will be responsible for incorporating projects in the Park Roads program into the MYP as those projects become ready for funding.

The incumbent has a wide degree of latitude in analyzing highway deficiencies and in preparing oral or written reports. Problems which will be brought to the attention of the Interstate and Special Programs Manager include candidate projects not meeting project criteria, and inquiries beyond the technical aspects of projects in the MYP.

This position requires considerable personal interaction with district programming engineers and their staffs. The position also has considerable personal interaction with staff in the Central Bureaus of Design and Environment, Operations, Materials and Physical Research, Local Roads and Streets, Construction, the Office of Legislative Affairs, and other bureau staff regarding selection and status of highway projects in the department's MYP. The incumbent also interacts with the Department of Natural Resources concerning Park Roads program issues. This position requires limited travel in the accomplishment of goals.

The effectiveness of this position is measured by the ability of the person to identify, evaluate, and monitor projects in an accurate, concise, and complete manner, taking into account programming guidelines and criteria prepared by the Section and by the usefulness and timeliness of modifications and updates made to the program development spreadsheets.

Principal Accountabilities

1. Evaluate candidate project submittals for the special programs for compliance with program development guidelines and criteria.
2. Prepare summary reports on highway deficiencies in corridors and area-wide.
3. Assemble data and prepare reports on the scope of specific highway problems.
4. Prepare project specific briefings and detailed status reports for interstate and special programs projects in the MYP as well as for unfunded needs.
5. Provide technical assistance in the preparation of special studies to satisfy federal and legislative requests.
6. Prepare High Priority Project and other special federal earmark updates and correspondence.
7. Lead the development of the Statewide Transportation Improvement Program.
8. Modify and Update, as needed, the Program Development Section programming tables used in the formulation of the MYP.
9. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
10. Performs other duties as assigned.